

Alaska Department of Revenue
Child Support Services Division

Please Reply To:
CSSD, MS 20

550 W. 7th Ave., Suite 310
Anchorage, AK 99501-6699
www.childsupport.alaska.gov

May 1, 2016

Subject: Instructions for Requesting Interception of the Alaska Permanent Fund Dividend

*****NOTICE – ELECTRONIC PROCEDURES*****

All submissions will now need to be submitted electronically, either by fax or email. Please fax your transmittals and orders to 907-787-3321 or email to dor.cssd.pfdo@alaska.gov.

Do not send paper transmittals or orders, they will be returned.

OVERVIEW: Every year eligible Alaskans receive a Permanent Fund Dividend (PFD). The amount of the payment has ranged from a low of \$331.40 in 1984 to a high of \$2,069.00 in 2009 that was coupled with a one-time energy rebate of \$1,200 in September 2009.

Applicants must meet the criteria as set in AS 43.23.005 and AS 43.23.008 to be eligible for the PFD. Some criteria to receive the 2015 PFD include:

- Applicant must have been a resident of Alaska since December 31, 2014;
- Applications for the PFD must have been submitted no later than midnight March 31st of 2016;
- Applicant must be a US citizen.

Alaska Child Support Services Division collects several million dollars each year from obligors who have applied for the PFD and owe child support. These funds are collected for both Interstate and Domestic cases. As the Alaska Permanent Fund Corporation will only honor withholding orders from Alaska's Child Support Services Division, utilizing the agency's services in this regard is the only way other states can collect these funds.

PURPOSE: With the amount of funds available for collection and the simplicity of the PFD collection process, Alaska receives a large influx of requests from other states to set up a case solely for the purpose of collecting the PFD. The Alaska Child Support Office refers to these cases as PFDO (Permanent Fund Dividend Only) cases. The large number of requests from other states to collect the PFD significantly impacts our agency during the months of July through October.

TOLL FREE (In-state, outside Anchorage): (800) 478-3300

ANCHORAGE: (907) 269-6900 FAX: (907) 787-3220

TDD machine only: (907) 269-6894 / TDD machine only, toll free (In-state, outside Anchorage): (800) 370-6894

SOUTHEAST: (907) 465-5887

FAIRBANKS: (907) 451-2830

MAT-SU: (907) 357-3550

These instructions are intended to expedite the process to set up a PFDO case, simplify the paperwork necessary and maximize the number of cases Alaska's Child Support Services can set up when receiving a PFDO request. With shrinking state budgets and resources at a premium, it is important all states work closely together to collect as many PFD's as possible for child support.

These instructions and the attachments are being provided to allow other states the ability to maximize their collections. Please follow these directions **closely**.

1) **Required Documents or Information:**

- Child Support Enforcement Transmittal #1 with the appropriate areas completed (see the link on our website);
- A copy of the signed order or judgment; however, **if your state previously submitted the signed order, you are not required to resubmit it unless it has been modified;**
- The direct phone number of the child support contact in your state;

Note: The signed transmittal with all the appropriate sections completed (see example on our website) along with a signed order or judgment is all that is required. Be sure to fill in the amount of debt and the period of computation. You are only required to provide a certified month by month debt calculation if an obligor disputes the debt. Should a dispute arise, you will be contacted by Alaska and asked to provide a certified month by month debt calculation. All cases must have an arrears balance of at least \$50 to qualify for this garnishment. Any requests below \$50 will be returned to you.

2) **Other Important Information:**

- Do NOT send a PFDO transmittal if there is an open case between Alaska and your state. PFD for these cases are automatically intercepted provided the obligor applied and qualified for a PFD;
- You **MUST** send a Child Support Enforcement Network (CseNet) transaction **PRIOR** to sending the required documents if your state is active with Alaska on the CseNet system (failure to send a CseNet transaction means Alaska will not be able to collect the PFD for your state);
- **Indicate on CseNet Transaction this is for PFD only.**
- DO NOT send a PFDO request followed by a request for FULL enforcement. PFDO cases will automatically be closed after the PFD has been intercepted and forwarded to your state. There is no need to send a paper closure request. **However, you will need to send a CseNet closure if your state sent a CseNet open with closure code; do not use miscellaneous as a closure reason.**
- States who have previously requested a PFDO collection case be set up, (currently a closed Alaska case) are required to send the same information as states requesting a PFDO case for the 1st time. If your state has requested a PFDO case previously, be sure to provide the previous Alaska PFDO case number on the transmittal. Additionally, if you typically submit specific obligors every year, you may want to consider initiating those cases for full enforcement. By doing so, the case would automatically be submitted for PFD.

3) **TIMELINES:**

- **You must provide your state's obligor data for matching to Alaska's PFD by the last business day of May. The deadline for states with a secure FTP server set up to exchange data with Alaska have until the 2nd business day of June.** Send an e-mail to Phil Evans to let him know your matching data request file is ready on your secure server, or arrange with Phil to send the file in another secure manner (see contact information below.) *See our web link for the appropriate file format needed. It is critical you send your data in the format requested. Otherwise Alaska will NOT be able to match your data to the PFD database. This means any possible PFD revenue you may have been able to collect will be lost because we cannot send you a return file with the matches.*
- It is anticipated your state will receive the return match file the 2nd week of June. Once your state receives your match file back, and determines which obligors qualify for the PFDO program, you may begin sending your requests to us. (See Item 1 titled "Required Documents or Information" on how to apply for PFDO)
- All requests from your state **MUST** be received by Alaska no later than Friday August 5, 2016 to ensure set up and collection of the PFD. If submitted past this deadline your request will be returned to you unprocessed.

4) **CONTACTS:**

Send Transmittals to:
dor.cssd.pfdo@alaska.gov or
FAX: (907) 787.3321

Transmittal EMAIL Contact:
Dana Barnett
dana.barnett@alaska.gov
PHONE: (907) 269-6821

Send secured matching data requests to:
Child Support Services Division
Attn: Phil Evans/MS 19
550 W 7th Ave, Ste 310
Anchorage, AK 99501-6699

Systems EMAIL Contact:
Phil.Evans@alaska.gov
PHONE: (907) 269-6824

Procedure questions:
Case set up Manager: Friederike Cook, (907) 269-6837
Case set up Supervisor: Dana Barnett, (907) 269-6821
CseNet Contact: Thomas Brown, (907) 269-6945
Collections Contact: Kit Ward (907) 269-6850

Please follow the information provided so we can help you as efficiently and expeditiously as possible.